

## ACTIVITIES COORDINATOR

**Reporting To** : Senior Nurse on duty / Manager / Deputy Manager  
**Responsible To** : Senior Nurse on duty / Manager / Deputy Manager

### 1. Minimum Qualifications:

Experience of working with elderly people will be advantageous.

### 2. General:

The Activity-Co-ordinator must be an experienced mature person who has the ability to motivate the elderly, work at their pace and concentrate on making their day varied, interesting and stimulating. He/she must have ability to get on with people and be creative in linking with the outside community.

### 3. Roles & Responsibilities:

- Responsible for planning and implementation of a full range of divers and recreational activities for individual resident and group of residents.
- To keep a record of each individual's involvement/participation in activities.
- Inform Manager immediately if any Resident shows signs or express feelings of restlessness or unwell.
- Programme the activities according to Residents choice and physical condition and will be fully discussed with manager before implementation.
- Out of hours tasks have to be undertaken as and when necessary.
- Motivate Residents to participate in activities.
- Following are some examples of activities, which can be arranged. It is expected from the candidate to input his/her ideas with consent of Manager.

#### ARTS/CRAFTS

Knitting  
 Rug Making  
 Painting  
 Candle Making  
 Model Making  
 Colour Sketching

#### GAMES/SPORTS

Dominoes  
 Bingo  
 Card Games  
 Carpet Bowls

#### OUTING/VISITS

Theatre  
 Cinema  
 Pub Lunch  
 Church Services